

# NUTRITION ADVISORY COUNCIL

Wednesday, February 12, 2020

David Godshall called the Nutrition Advisory Council meeting to order at 9:00 am

## Roll Call

Marlene Adelmeyer, Ivan Elm, David Godshall, Patricia Knox, Anna Barbara Rich, Caitlin Richardson

## Also Present

Jackie DeLaRosa, Olivia Gerritson, Hannah Rohlinger, Jackie Wendlandt

## Excused

Patricia Kahlow, Carol Schulz

## Absent

Thomas Koch

## Action on the minutes of the November 13, 2019 meeting

Patricia Knox motioned and Marlene Adelmeyer seconded to approve the minutes of the November 13, 2019 Nutrition Advisory Council meeting. Motion carried.

## Public Forum

No public comments.

## Program Reports

- UW Extension – Nutrition Education: Jackie DeLaRosa stated that Ruth Lafferty from UW Extension Madison will be providing four one-hour sessions at the Hustisford meal site on 4/22, 5/12, 5/27, and 5/27 and the Reeseville meal site on 6/10, 6/17, 6/24, and 7/8 both from 10:15-11:15 am. There were great turnouts at the Watertown in Beaver Dam so there is hope that will be the same in Hustisford and Reeseville. These events were sent to all media outlets and posted at the other meal sites.
- Fundraiser Event: The "Empty Bowls" fundraiser will take place at Wayland Academy in Beaver Dam on Sunday, February 23. Every year, all proceeds benefit a local food-based charity per year and this year the Dodge County Nutrition Center was selected to receive these funds. Discussion followed.
- Watertown Site Update: Jackie DeLaRosa stated that a two month contract was signed with the Emmet Town Hall to be our location to serve home delivered meals from through March 31. Things are going really well there. Jackie is researching a few more leads at churches in Watertown and also will be having a discussion with the Watertown Senior Center.
- Feil's Meeting: Jackie DeLaRosa states that a meeting with Feil's is set up for 2/21 at 2pm to view the facility, discuss shortages, delivery times, frequency of substitutions, how vegetables are prepped, etc. Jackie hopes to schedule quarterly meetings like this. Brief discussion followed.
- HDM Volunteer Drivers Needed for Routes: Jackie stated that volunteer drivers are needed in Juneau on Thursdays and Randolph on Tuesdays. Kitchen help in Mayville is also needed if you know anyone of interest.
- Dining Center Comments: Jackie DeLaRosa reviewed the October, November, and December *Dining Center Comments* handout provided for members of the Nutrition Advisory Council. There are concerns not only by members of this committee but dining center managers as well about shortages. This will be discussed at the Feil's meeting. Brief discussion followed.
- Volunteer Recognition 4/29/20 @ Old Hickory: Planning has been underway for the 2020 Volunteer Recognition Banquet. All current volunteers from April 2019 until present that have volunteered at least four times will be invited to this annual celebration. According to Jackie DeLaRosa, there are roughly 260 individuals on the list right now.

### Dining Center Reports

Jackie DeLaRosa, stated that Tom Koch resigned verbally this week. A written note from Tom was requested.

### Next Meeting

The next meetings of the Nutrition Advisory Council will be held on **Wednesdays: May 13, August 12, and November 11** at **9:00 am** in **room G046** on the **ground floor** of the **Henry Dodge Office Building**.

### Adjournment

Patricia Knox motioned and Marlene Adelmeyer seconded to adjourn this meeting of the Nutrition Advisory Council at 9:35 am. Motion carried.

Respectfully Submitted,

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Marlene Adelmeyer, Secretary

*Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.*

DRAFT

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT

NUTRITION PROGRAM ADVISORY COUNCIL

BYLAWS

8/14/19

ARTICLE I

SECTION 1. NAME: The name of this organization shall be Dodge County Human Services and Health Department, Nutrition Program Advisory Council, hereinafter referred to as the Council.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

ARTICLE II

SECTION 1. MEMBERSHIP: The Council shall consist of no more than eleven (11) members. At least fifty-one (51%) percent of the members shall be sixty (60) years of age or older and participants of the Senior Dining Program. The council will include at least one program participant representing each dining center and at least one representative from the home delivered meal program. Home delivered meal representation can be met by family members, caregivers or friends of home delivered meal recipients or by home delivered meal drivers. The remaining council membership should provide for broad representation from public and private agencies that are knowledgeable and interested in the senior dining and home

delivered meal program such as representatives from local hospitals or UW Extension staff. The members shall be representative of the diverse cultural, ethnic, social and economic backgrounds of the older adult population in the county. No Council member shall be a Human Services and Health Department staff or person(s) receiving financial reimbursement as a provider of services funded by the Aging Programs dollars.

SECTION 2. TERMS OF MEMBERSHIP: Council members are appointed to serve a three (3) year term, to be staggered so that the terms of one-third of the members shall expire each year. On the recommendation of the Council, a member may be reappointed to one (1) additional three (3) year term, subject to the Human Services and Health Department Board approval and appointment by the County Board. No member may serve for more than two (2) consecutive three-year terms.

SECTION 3. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Council, a list of all persons requesting consideration will be presented to the Human Services and Health Department Board with a recommendation for final selection and appointment from the Council.

SECTION 4. REMOVAL: Any member of the Council may be removed for cause.

### ARTICLE III

SECTION 1. PURPOSE: The purpose of the Council shall be to protect and improve the quality of life for older adults: assure that older people have the opportunity to realize their full potential and continue to participate in community life; support the elderly in their quest for independence with dignity; empower the elderly to take an active role in their

choice of life style; act as a support system for family members and other citizens involved in the care of the elderly.

SECTION 2. POWERS AND DUTIES: The powers and duties of the Council are to:

- A) Make recommendations to the nutrition program supervisor regarding the food preference and nutritional needs of participants;
- B) Make recommendations to the nutrition program supervisor and the aging unit regarding days and hours of dining center operations and locations;
- C) Make recommendations to the nutrition program supervisor about dining center accessibility and age-friendliness;
- D) Advise and make recommendations to the nutrition program supervisor and aging unit regarding supportive social services to be conducted at dining centers;
- E) As an organized group, give support and assistance to the ongoing development of the nutrition program;
- F) Represent and speak on behalf of nutrition participants and programs and as a liaison group, act as a communications clearinghouse between the nutrition program and the general public.
- G) Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers.
- H) Assist in publicizing the nutrition program and outreach to potential new participants.

#### ARTICLE IV

SECTION 1. REGULAR MEETINGS: Regular meetings of the Council shall be held no less often than quarterly. The date and time to be determined by Council members and the Nutrition Program Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Council may be called by the chairperson, by fifty-one (51%) percent of the membership, by the Nutrition Program Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail,

phone or personal contact at least forty-eight (48) hours before the meeting.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Council shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Council. If a member fails to attend two (2) consecutive meetings without a valid excuse, the Council shall recommend to the Human Services and Health Board that this person be removed from the Council.

SECTION 5. PUBLIC FORUM: Nutrition Programs Advisory Council meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the Council. After this public forum, the business of the Council will be conducted by the chairperson and members only.

SECTION 6. COMPENSATION: Members of the Council shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

## ARTICLE V

SECTION 1. OFFICERS; NOMINATION AND ELECTION OF: At the regular meeting in August, or first meeting thereafter, the Council shall hold annual elections to elect a Chairperson, Vice-Chairperson and Secretary. New offices may be created and filled at any time by the Council provided the necessary changes are made in the bylaws.

SECTION 2. TERMS OF OFFICE: Officers shall serve for a term of one (1) year. Vacancies will be filled at the time they

occur by a vote of the membership. An officer may not serve in one (1) office for more than three (3) consecutive one-year terms.

### SECTION 3. DUTIES OF OFFICERS:

A) Chairperson: The duties of the Chairperson shall be to:

1. preside at all meetings of the Council,
2. work with the Nutrition Services Unit in preparing an agenda for each regular Council meeting and in notifying members of the meeting date and time,
3. ensure that the Council follows through on motions made at its meeting,
4. maintain communication between the Commission on Aging and Disability Services Council and the Council,
5. assist members in carrying out responsibilities assigned to them,
6. hold over to the next meeting any conflict that can not be resolved,
7. meet with the Nutrition Program Supervisor to resolve any conflict,
8. ask committee members to abstain from voting on an issue that could be a real or perceived conflict of interest.

B) Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when they are absent or incapacitated.

C) Secretary: The duties of the Secretary shall be to perform the responsibilities of the Vice-Chairperson when they are absent or incapacitated.

## ARTICLE VI

SECTION 1. CONFLICT OF INTEREST: No Council member shall participate in voting matters which would result in real or perceived conflict of interest or financial remuneration to them or to their family or employing unit.

## ARTICLE VII

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by the Bylaws.

## ARTICLE VIII

SECTION 1. AMENDMENTS TO THE BYLAWS: These Bylaws are reviewed annually and may be altered, amended or repealed, and new Bylaws may be adopted by a majority of the Council members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling for a vote.



## Dining Center Comments

January	Site	Comments
2	Hustisford	This was the worse broccoli we ever had, it was so overcooked it was like juice
2	Randolph	People enjoyed the meal, especially the gravy
2	Reeseville	Very good meat and gravy
2	Horicon	Short on veggies
3	Randolph	People really liked the chili casserole
3	Reeseville	OK meal
3	Lomira	short one serving of broccoli
6	Reeseville	Gravy seemed very salty
6	Randolph	Everyone enjoyed the meal especially the meat and gravy
6	Lomira	apple slices instead of suace
6	Horicon	Substituted apple slices for applesauce
6	Watertown	Received apple slices not sauce so no temp
7	Reeseville	Cantaloupe was softer than sometiems, however not very flavorful *drew a thumbs up*
7	Randolph	Several people commented on the good pudding
7	Lomira	short 2 servings of veggies
7	Watertown	Shorted 2 melons
8	Lomira	received applesauce instead of carrot salad
8	Beaver Dam	Forgot bread today
8	Horicon	received applesauce instead of carrot salad
8	Watertown	Received copper penny salad for the veg, not on the menu
		People requested the Ambrosia dessert more often. They also wanted to know why no liver and onions this month
9	Randolph	
10	Reeseville	Very good meal!
13	Reeseville	Meatballs were surprisingly good
13	Randolph	People really enjoyed the meal, especially the creamsicle torte
14	Reeseville	Ham rolls very good
14	Randolph	The meal was really enjoyed. People loved the sweet potato bake and ham rolls. Wish we could have 2 ham rolls instead of one.
15	Watertown	Shorted 1 piece of chicken
16	Reeseville	Honeydew was on the under ripe side
16	Randolph	The torte was liked the best
17	Randolph	A couple people mentioned they liked the cranberry sauces was a good substitute for the bananas
20	Horicon	Applesauce instead of apple slices
20	Randolph	A couple people commented that the cake was dry and too spicy. They all really enjoyed the rest of the meal
21	Reeseville	Good meal. Participants were adding pepper to the casserole
21	Randolph	The meal was raved about by everyone. We had 2 visitors and they too enjoyed it
22	Randolph	Happy to have red cabbage
22	Watertown	Shorted one piece of pork
23	Hustisford	We were 3 meals of baked beans short
23	Reeseville	No complaints on food - just didn't get enough buns! We got 10, needed 13
23	Mayville	Meat in Beef Stroganoff casserole was tough and hard to chew
23	Horicon	Good brats!
23	Randolph	Big and tasty brats
23	Watertown	Shorted 3 hot dog buns
24	Juneau	appreciates getting meals, wondering if more white cake with a little frosting can be offered instead of spice cake
24	Randolph	Wish we had 2 pieces of fish
27	Hustisford	Shorted on pieces of jello.
28	Beaver Dam	Short 6 dinner rolls and 3 piece of chicken extra
28	Hustisford	Delicious meal
29	Randolph	People really liked the beef stew
29	Hustisford	OK meal
30	Hustisford	Very good meal!
31	Horicon	Bread was not ordered and theree was none in freezer
31	Hustisford	Loved the meal

## Dining Center Comments

February	Site	Comments
3	Reeseville	Meal was delicious, however, some of the carrots were rubbery
3	Horicon	banana was substituted for fruit cocktail
3	Randolph	Comment was made that chicken breasts were small. Another person agreed
3	Watertown	Received bananas instead of fruit cocktail
4	Randolph	Everyone enjoyed the meal
4	Lomira	Extra squash an ham
5	Reeseville	Good flavor pepper steak
6	Reeseville	Very sweet frosting on cake - almost too sweet!
6	Randolph	People especially enjoyed the 3 bean salad
6	Lomira	Received bread instad of rolls. 1 extra piece of turkey
7	Beaver Dam	Short 1 burger!
7	Reeseville	Extremely good German potato salad
7	Lomira	Food temps came in a little low today. Kept in warmers a while before I dished it up. Did not get ketchup and mustard that was ordered for burgers.
10	Randolph	People thought the pork loin was delicious. The applesauce cake was soggy
11	Randolph	People enjoyed the meal. One participant said she wished they had white bean salad more often
11	Beaver Dam	White bean salad is not liked! Lots thrown out.
12	Randolph	A participant's daughter ate with us, she was happy with the food her parent receives
12	Reeseville	Participants always love the baked chicken
13	Randolph	Everyone enjoyed the meal. Said the scalloped potatoes were delicious but a little juicier than they should be
13	Reeseville	Very tasty
13	Watertown	Shorted 2 pieces of melon
14	Randolph	Everyone loved the meal although one participant feels the cakes would be fluffier if beaten more, mentions this often
14	Reeseville	<b>Roast beef was out of this world.</b>
17	Randolph	Everyone enjoyed the meal.
18	Reeseville	Excellent meal!
18	Randolph	Comments like "excellent meal" were made.
18	Lomira	Put meat in oven - serving temp 150 -
19	Reeseville	For those who like liver, they said it was good
19	Randolph	Everyone enjoyed meal, liked the large pieces of liver and all the onions
20	Reeseville	Another excellent meal!
20	Randolph	Very tasty meal if it had been warmer. Had to warm veggins in microwave and potatoes barely warm.
20	Horicon	Short 3 meals. Volunteer driver did not get one. Split meat in half for 2 participants. 1 serving short of applesauce and milk. Purchased 2 ice cream from Kwik Trip
20	Watertown	Shorted 2 ice cream
21	Randolph	Meal was liked. One participant raved about how good the Ambrosia salad was.
24	Randolph	People liked the meal. Commented that sausage was a good size and they really like red potatoes
24	Reeseville	<u>Very good</u> meal - soft cookies, excellent potatoes, <u>very</u> good sausage
24	Mayville	Congregates did not care for "bologna"
24	Beaver Dam	Sausage was so small portion... lots of complaints. No protein in the meal. Terrible!
25	Watertown	Shorted 1 piece of chicken
26	Randolph	People liked the meal. Said Rye Roll was a nice change
26	Horicon	Received cantalope instead of pear slices. 1 serving short baked beans
27	Randolph	everyone really liked the meal, especially the gravy
27	Lomira	Received fruit cocktail in place of apples
27	Reeseville	Excellent meal, but meat slices looked small
28	Randolph	Several people ask to have the spinach lasagna at least once a month. Bread & salad praised also
28	Beaver Dam	LOVE the veggie lasagna and french bread!

### Dining Center Comments

March	Site	Comments
4	Mayville	Sent 4 skim milks instead of 4 diet ice cream
13	Horicon	Substituted melon slices for peach slices. 1 serving short of veggies. Melon was mushy
2	Randolph	Very good meal. People ask for the swiss spinach often.
3	Randolph	Not much said about food. Seemed to like it
4	Randolph	Everyone really enjoyed the meal. People really praised it
5	Randolph	I was embarrassed to serve some of the chicken breasts. They were <u>so small</u> . The food tasted good.
6	Randolph	The group really liked the meal. Delicious. Short one cinnamon roll.
9	Randolph	5/6 people did not like the taste of the bologna. The rest of the meal was liked by all.
10	Randolph	Everyone seemed to like the meal.
12	Randolph	People enjoyed the meal, especially the meat.
16	Randolph	People enjoyed everythign.
17	Randolph	People were very happy with meal. No complaints
17	Horicon	Meal was very good!
19	Horicon	1 serving short of rice
20	Horicon	2 servings short of veggies.
26	Juneau	Feil's is doing so good!
27	Horicon	Baby red potatoes do not freeze well
30	Watertown	Baked potato turned black when defrosted and reheated and it was hard
31	Randolph	Thank you to Feil's and Dodge staff for all that you are doing for us! Be safe

### Dining Center Comments

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### Dining Center Comments

[illegible]

### Dining Center Comments

[illegible]